



## **PRINT PRODUCTION SPECIALIST**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of technical duties in the operation of the City's reprographics center.

### **Supervision Received and Exercised:**

Receives direct supervision from the IT Training & Print Shop Services Supervisor and technical and functional work direction from the Print Production Lead.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Program and operate high volume digital print machines for job setting and digital color saturation capable of turning electronic files into paper output.
- Operate the following industry standard printing software to program print jobs on printing computers: Command Workstation managing color software/hardware computer machine; Print Mail software for variable data application and additional software like Fiery, Impose, Colorwise and Adobe Acrobat Pro.
- Monitor and verify successful execution of batch files utilizing multiple automated job scheduled for city billing.
- Program and adjust printing computers, regulating factors such as digital color management, ink flow, number of copies and additional print customizations as needed.
- Follow quality control standards by Print & Mail Services guidelines checking samples and finished work.
- Identify and evaluate hardware and software problems for printing and postal computer systems; assisting ITD staff and/or outside vendor with problem resolution.
- Familiar with digital Color Build adjustment for RGB and CMYK.

*Effective November 1988*

*Revised August 1991*

*Revised May 2001 (Update qualifications & supervisor)*

*Revised June 2004 (Add warehouse and forklift responsibilities)*

## CITY OF TEMPE

### Print Production Specialist (continued)

- Update digital inventory control system as needed to ensure accurate inventory counts and costs.
- Prepare customer billing by logging work orders, charging prints and binding fees and transferring monthly reports to appropriate people.
- Operate collator, folding machine, envelope inserter, copier, mailing machine, cutting and binding equipment, padding press, spiral cutter and related equipment; maintain machines and make minor repairs or adjustments.
- Maintain computer supplies such as toner, cartridges, printer ribbons and dry ink; assist users in selecting appropriate supplies.
- Stack and distribute finished printed materials. Maintain digital inventory control system with cost and inventory updates to ensure accurate inventory accounting.
- Receive, store, charge back and distribute office supplies to City departments.
- Assist customers via email, phone calls and walk-ups consulting on print projects and progress and mail and cost estimates
- Collect, sort, weigh and meter outgoing mail; pick up and deliver intra-city mail; monitor postage meter usage to maintain adequate postage balance.
- Receive and process surplus property; use a forklift to remove surplus property from vehicles and organize on pallets.
- Other duties related to the core functions of this classification.

### **Minimum Qualifications:**

#### **Experience:**

One year of computerized high-speed printing machine experience.

#### **Education:**

Equivalent to completion of the twelfth grade.

#### **Licenses/Certifications:**

Requires the possession of a valid driver's license.

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CITY OF TEMPE

Print Production Specialist (continued)

Requires the possession of, or required to obtain within six months of hire, a valid Arizona forklift operator's certificate.

**Additional requirements:**

Position requires physical.

**Examples of Physical and/or Mental Activities:**

Regularly lifts / moves boxes and supplies weighing up to 50 pounds.

**Competencies:**

Pending

**Job Code: 079**

**Status: Non-Exempt / Classified**

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